



June 1, 2021

Dear PBS Customer,

Thank you for your continued work with the U.S. General Services Administration's (GSA) Public Buildings Service (PBS) in FY 2021. We recognize this past year brought with it challenges, many of which turned into new opportunities to partner and achieve success. We appreciate your business and are reaching out with some important dates and information regarding the Reimbursable Services Program. As a reminder, both PBS and customer agencies must follow appropriate fiscal law and regulations, in addition to PBS policies, when submitting, reviewing, and accepting RWAs.

RWA Deadlines:

As a result of having customers provide Work Requests (WRs) and RWAs through eRETA, PBS continues to process fully executable RWAs faster, and can maintain the year end deadlines established last fiscal year!

FY 2021 Year End Deadline: Economy Act and DoD RWAs: Friday, July 23, 2021

All Economy Act Funded and Department of Defense (DoD) RWAs must be sent to GSA for acceptance in eRETA by Friday, July 23, 2021. RWAs for above standard tenant improvement (TI) costs are required prior to lease award. Given the complexity and time associated with leases, it is probable that funds will need to cross fiscal years without obligation by PBS. In such scenarios, PBS cannot assist in complying with internal customer financial constraints or the Economy Act.

Economy Act RWAs received after July 23, 2021 will be at a higher risk for non-acceptance as we approach the end of the fiscal year when the potential inability to contract for goods or non-severable services by September 30th escalates.

FY 2021 Year End Deadline: ALL OTHER RWAs: Wednesday, September 8, 2021

All fully executable Non-Economy Act Funded RWAs must be sent to GSA for acceptance in eRETA no later than Wednesday, September 8, 2021.

Fully executable RWAs must include:

- Clearly defined scope of work for a current bona fide need
- Appropriate funding based upon an approved and linked eRETA Summary Cost Estimate (SCE)
- The "Customer Request for Acceptance" automated notification has been generated, and a copy has been automatically saved in the Documentation section of eRETA

PBS is unable to accept new RWAs from customers after September 8, 2021. The only exception is for severable service requests (e.g., additional cleaning services in response to COVID19). Please note, if submitting an RWA for severable services with time-limited expiring funds (i.e. funds that expire on September 30, 2021) and a period of performance that crosses fiscal years, the RWA must be both i) accepted and ii) PBS must award a contract prior to September 30, 2021.

Amendments adding new scope to nonseverable RWAs originally accepted earlier in the fiscal year are permitted, but must be received by the September 8, 2021 deadline. Amendments for within-scope changes to nonseverable RWAs must also be received by September 8, 2021 for consideration of FY21 acceptance.

<u>Nonseverable RWA Examples</u>	<u>Deadline</u>
New RWAs (including F Types)	September 8th
Amendments - Within Scope Changes	September 8th
Amendments - Adding New Scope	September 8th

RWAs received after the above dates will require review and resubmission in eRETA in FY 2022 with available funding. In the event of an emergency need after September 8th, please contact your RWA Manager. An emergency is an occurrence that puts people or the asset in immediate danger; or that renders the asset, or a portion of the asset, useless for the immediate requirement, or when a repair must be made to avoid further property damage. Emergency requests are handled on a case-by-case basis.

As a reminder, F Type RWAs are automatically closed out on September 30th. All goods or services procured using F type RWAs must be delivered no later than September 30, 2020. We encourage you to work with your regional contacts to appropriately reduce funding on F Type RWAs prior to September.

RWA Submission & eRETA:

RWA information must be entered directly into PBS' eRETA application and submitted for potential acceptance. Submitting an RWA or Work Request to PBS does not guarantee acceptance. Customers should not obligate funds until they receive a PBS signed RWA and Acceptance Letter.

Please note, a Work Request (WR) is different from a fully executable RWA. A WR initiates a project or service need and kicks off the planning process to develop and refine a scope of work, schedule and estimate. WRs without a linked Summary Cost Estimate (SCE) are not fully executable and cannot be sent for acceptance until a SCE is linked. For a visual of the WR-RWA Process, please use [this link](#).

WRs may be sent to GSA at any time; there are no deadlines imposed upon them. If you intend to use current fiscal year funding, the WR must be provided in advance of the above deadline so PBS has appropriate time to develop the requirements, scope and estimate. The time it takes to develop these items depends upon the complexity of the scope of work. If you intend to use future fiscal year funding, you may select the appropriate information in the "FY Needed" field. This will help ensure we prioritize current fiscal year needs first.

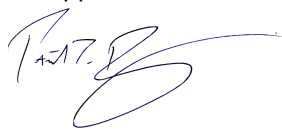
Digital signatures are not captured by either entity until after all customer and GSA data is fully populated in eRETA and any necessary GSA review has been completed. As such, digital signatures may be applied after the deadlines mentioned above. It is required that both digital signatures are applied prior to the end of the fiscal year (September 30th) and for the RWA to be accepted for a valid obligation to exist; so it is imperative that both customer and PBS approving officials review and apply their digital signatures timely. If BOTH digital signatures are NOT applied by September 30th and the RWA has not been submitted to GSA's financial system, there is nothing GSA can do to validate the obligation.

Training Opportunities:

The Reimbursable Services Program continues to provide eRETA and RWA training through the Client Enrichment Series Training platform throughout the fiscal year. Reference www.gsa.gov/ces for more details and to register for these live training opportunities. Additional training and resources can be found at www.gsa.gov/rwa and www.gsa.gov/ereta.

Questions:

Thank you for your attention to the details of this letter and your continued partnership with PBS. Please contact your RWA Manager with any questions. RWA Manager contact information and additional guidance can be found at www.gsa.gov/rwa. Information on eRETA and details on how to gain access to the application can be found at www.gsa.gov/ereta.



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